

# Bureau of Fire Services

## *Cancellation Request Process*



# Bureau of Fire Services



- This tutorial focuses specifically on the Cancellation Request. If you have questions regarding other Fireworks issues, please refer to the other presentations on our webpage ([www.michigan.gov/bfs](http://www.michigan.gov/bfs)), email us at [fireworks@michigan.gov](mailto:fireworks@michigan.gov), or call 517-335-4058.

- Due to the high volume of phone calls, emailing is recommended to get a quick response.



# Bureau of Fire Services



- To start the process you will log into your Fireworks Account. In the Fire Services section click on the “Create/Amend an Application/Record” link.

Home BCC Licenses BCC Permits Plan Review **Fire Services** Complaints

Create/Amend an Application/Record Search Applications

**Records**

Showing 1-10 of 68 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
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After reading the information in “LARA Systems Use Notification” area you will have to put a check mark in the box to accept the terms.

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Create/Amend an Application/Record Search Applications

### Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☐ I have read and accepted the above terms.

**Continue Application »**



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Someone might want to Cancel a Certificate/Registration for multiple reasons. You are able to do this at any point. Any Certificate issued will be “Active” until it expires or is cancelled.

Starting at the “Select a Record Type” page you will click on the “Fireworks Cancellation”.

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▼ Fireworks Cancellation
  - ☐ Consumer and Low Impact Cancellation
- ▶ Fireworks Consumer
- ▶ Fireworks Low Impact
- ▶ Fire Safety Fees
- ▶ Fireworks Appeals
- ▶ Field Services Facility Inspections
- ▶ FireServices

**Continue Application »**



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First Step is to enter the Certificate Number or Registration Number for cancellation. Also you will include the reason for the request. Please review the note below.

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Create/Amend an Application/Record Search Applications

## Consumer and Low Impact Cancellation

1 Step 1

2 Step 2

3 Review

4 Record Issuance

### Step 1: Step 1 > Page 1

The cancellation request will **NOT** be processed if Fire Safety Fees and Sales reports are not current. Cancellation notices will not become effective until the first day of the next month after they are received.

Once the cancellation notice has been approved and processed you will receive a notification via email and no further sales reports will be required for that Certificate. If the cancellation is not approved and processed you will be notified.

\* indicates a required field.

## Cancellation Information

### CANCELLATION INFORMATION

Please complete all fields. You must submit one cancellation notice for each certificate to be cancelled. Upon submission of the form and approval by the Bureau of Fire Services, your certificate will be considered NULL and VOID and you will not be permitted to sell fireworks under that fireworks certificate number.

Certificate # (limit 1 per form):

2019- X

\* Reason for cancellation:

--Select--

Low Impact Registration Number:

N/A

**\*When canceling your Consumer License put N/A in the Low Impact Registration Number Box and put your Consumer Certificate # in the Certificate # Box.**

**\*If you are canceling a Low Impact put N/A in the Certificate # and then put your Low Impact Registration number into the Low Impact Registration Number Box.**

Continue Application »

Save and resume later

LICENSING AND REGULATORY AFFAIRS

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Step 2 : Step 2 > Page 1

## Retail Sales Location Name

\* Facility/Project Name:

## Retail Sales Location

\* Street No.:

\* Street Name:

Street Type:

\* City:

\* State:

\* Zip:

County:

Township:

Search

Clear

## Certificate Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

Continue Application »

- Next you enter the Retail Sales information and identify the contact for this certificate.

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**Consumer Certificate - Notice of Cancellation**

1 Step 1    2 Step 2    **3 Review**    4 Record Issuance

**Step 3 : Review**

[Continue Application »](#)    [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Consumer Certificate - Notice of Cancellation

**Cancellation Information**

CANCELLATION INFORMATION [Edit](#)

Certificate # (limit 1 per form): 2016-CP00053

Reason for cancellation: No Sales for the remaining life of the Certificate [Edit](#)

**Retail Sales Location Name** [Edit](#)

Facility/Project Name: Testing cancellation

**Retail Sales Location** [Edit](#)

1502 WATER ST  
City of Eaton Rapids  
Eaton Rapids Eaton MI 48827

**Certificate Holder** [Edit](#)

Organization: No name entry allowed    Phone: 5173737441  
802. BROOK    Fax: 5173737447  
Eaton Rapids, MI, 48827    E-mail: fireworks@michigan.gov

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.    Date:

Step 3 allows you to review the information and edit anything that you need to change. After checking the box at the bottom you will “Continue the Application”.



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Create/Amend an Application/Record Search Applications

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

## Step 3: Receipt/Record issuance

### Receipt

Your submittal has been successfully received.

Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.

Once your application is approved you will be notified by the department.

If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check.

See invoice for mailing information.

1502 WATER ST, Eaton Rapids MI 48827

2016-CC00006

- Now you will get confirmation that the application has been submitted and will be given a Record number for reference. Once the Certificate has been cancelled you will get an email confirmation.



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Once the Cancellation Request has been submitted it will be processed. From the time that the Cancellation goes into effect you will no longer be required to submit Monthly Fire Safety Fees. You will be responsible for the time period prior to the cancellation submission.

You will get an email notice regarding the processing of your Cancellation.

Thank you,

Fireworks Staff



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# Bureau of Fire Services



- If you have any questions, please email [fireworks@michigan.gov](mailto:fireworks@michigan.gov) or call 517-335-4058.

Please be aware that during fireworks season, we receive many calls and therefore emailing is the most efficient means of communication.



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